

WORLD LANGUAGES DEPARTMENT
SY 2010-2011 BACK TO SCHOOL NIGHT
September 16, 2010

The information provided below is intended to assist parents and guardians of students in the department to monitor their child's progress throughout the school year.

- The department's teachers all use *Engrade* to record students' grades and comportment for each advisory.
- We encourage parents/guardians to review their child's *Engrade* account (**see note below**) throughout the school year and to contact his/her teacher through *Engrade* or *email* when the teacher's grades and comments raise the alarm about:
 1. Missing assignments
 2. Poor scores on quizzes & tests
 3. Lack of participation in class
 4. Absences and tardiness
 5. Poor comportment in the classroom
- Parents should obtain from their child the student *Engrade* account (which generally consists of the teacher's name and student ID number) given to him/her by his World Languages' teacher.
- Parents/guardians who do not have access to a computer should inform their child's teacher so that we can contact you by telephone if and when the need arises. Parents can also email their child's teacher for progress updates.
- The email address of the four World Languages teachers at Ellington are as follows:
 1. Dr. Primrose Tishman (French) primrose.tishman@dc.gov
 2. Ms. Yura Schreiber (French & Spanish) yuracs@aol.com
 3. Mrs. Asuncion Carzon (Spanish) romasson@yahoo.com
 4. Mrs. Laura Moticka (Italian) laura.moticka@dc.gov
- We also encourage parents and guardians to familiarize themselves with the **routines and procedures** as well as the department's **course syllabi**, which are **posted on the Ellington Website**.
- We look forward to working with you to make this a successful academic year for your child.

NOTE: Updating *Engrade* is time-consuming. Therefore teachers will have less available time to contact parents/guardians via telephone. We will rely on students' parents/guardians to keep track of their child's academic progress throughout the year.